

CITY OF SAINT PAUL
Neighborhood Housing and Property Improvement
651-266-1950

RENTAL DWELLING UNIT REGISTRATION FORM

Date: _____

Address of Property: _____

First	Middle	Last	Date of Birth
Name of Owner: _____			

Address: _____

City/State/Zip: _____

Telephone Number (including area code): _____

☐ **CHECK IF YOU HAVE SOLD THIS PROPERTY. PLEASE PROVIDE THE NAME, ADDRESS AND TELEPHONE NUMBER OF THE NEW OWNER ON THE BACK.**

YOU ARE EXEMPT FROM PAYING THE REGISTRATION FEE IF: (Check appropriate box.)

- ☐ This is 3 units or more and has a Certificate of Occupancy.
- ☐ Property was a registered vacant building and issued a Certificate of Code Compliance within the past 12 months.
- ☐ New dwelling construction covered by a building permit for this registration year.
- ☐ This property is occupied by the property owner.
- ☐ This property is occupied by a parent of the property owner.
- ☐ This property is occupied by a child of the property owner.

Name of Parent or Child _____ Telephone _____ Unit # if duplex _____

Note: If there is an annual exemption, this form must still be completed and returned with no fee to us.

Please check one if not an exempted property.

Single Family

Duplex

- | | | |
|---|---|--|
| <input type="checkbox"/> Initial Fee* (\$30) | <input type="checkbox"/> Initial Fee* (\$50) | → *Initial Fee, first time this owner has registered this address. |
| <input type="checkbox"/> Renewal Fee** (\$20) | <input type="checkbox"/> Renewal Fee** (\$40) | → **Renewal Fee, this owner has registered this property in last year. |

- ☐ Check if this is **student housing** =A single family or duplex that is used as housing for multiple/unrelated college or university students.

The undersigned property owner affirms that this rental dwelling is equipped with adequate, operable smoke detector devices designed and placed to alert the occupants of this building in case of fire.

SIGNATURE: _____

Mail check or money order made payable to the City of Saint Paul to:

City of Saint Paul
Department of Safety and Inspections - Code Enforcement
1600 White Bear Avenue North
Saint Paul, Minnesota 55106

A certificate of Registration will be mailed to the person and address listed above within six weeks of the receipt of this form properly completed and signed.

Thank you for your cooperation.